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Profiles Encouraged: Barbara Dean

Editor

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Library Profile — Acquisitions Department — State University of New York at Buffalo

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Column Editor: **Barbara Dean** (Arlington County Public Library)

Who We Are:

The State University of New York at Buffalo is the largest of the four University Centers in the SUNY system. The University Libraries at the University at Buffalo comprise 10 units or branches, and the Acquisitions Department in Central Technical Services provides services to all of them, with the exception of our Health Sciences and Law Libraries. Along with traditional acquisitions functions, the staff of 19.9 FTEs provide many expanded services, from copy cataloging to government document processing. The materials budget is divided into over 125 separate funds, totaling \$4,000,000 annually.

The Acquisitions Department is responsible for adding new bibliographic and holdings records to BISON (the University Libraries' version of NOTIS) for material which is to be ordered or which has been received as the result of a standing or blanket order, approval plan, gift, or through a depository arrangement for US Federal, Canadian Federal, New York State or European Communities documents. The department is responsible for placing all orders and receiving all library materials in

all languages and formats, including electronic, and in most disciplines. The department's Periodicals Section is responsible for receiving, recording, processing and delivering current issues of over 8,000 periodicals in all formats and languages subscribed to by the General Libraries, Music and Poetry. It is also the department's responsibility to maintain control over material which is in process and to play a major role in the creation of bibliographic records for retrospective US Federal documents. The Acquisitions Department is also responsible for the Libraries' mail and delivery operation.

The department is staffed by Libraries faculty, professional staff, and classified staff and contributes significantly toward the Libraries' efforts to support the teaching and research missions of the University. All staff in the department come in contact with staff elsewhere in the University Libraries on a regular basis.

The activities of the Acquisitions Department are fully automated and extensive and ongoing use of sophisticated technology is made by all staff in the department. In par-

ticular, the department has been extremely active on two electronic fronts: providing access to electronic journals, newspapers, books, and pamphlets available on the Internet, and the scanning and mounting of selected government documents, making them available on the Internet.

New Initiatives:

In 1991, after our online catalog became live, responsibility for copy cataloging of most materials that have LC copy was shifted to the Acquisitions Department. Approximately 65% of materials processed for the General Libraries fall into this category. By cataloging these materials at the point of receipt, we have cut down on handling and delays dramatically. Throughout the year, a box that arrives from a vendor is opened, received, LC copy materials are cataloged, end-processed, and shelf-ready in 24-72 hours. The Receipts Section numbers only 1.5 FTE plus 20 hours student help, and all approval receipts, along with upwards of 15,000 firm orders are handled there. We are blessed with staff members who have stunning capabilities, and who are eager to lend a hand in any area; aside from this, two additional factors have contributed to this success.

First, we have been using the LC resource file at the University at Buffalo for the past seven years. This file, updated monthly, contains current LC cataloging for the past two to three years. Anyone with access to BISON can search this file and instantly derive copy into BISON. No new commands are necessary, and no OCLC access or expertise is required.

Secondly, the Acquisitions Department has made great use of Microsoft QuickBasic and Visual Basic to automate functions that had been time-consuming and tedious. With the press of a button, the clerk can export a record into the system and order or receive. Receipt tickets, bindery tickets, spine labels, and many other forms are produced off of the system, using programs we have written in the department. QuickBasic has been used very successfully at the point of ordering as well: for example, a matching program captures the screen and checks the ISBN prefix

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Born: I was born in Sycamore, IL, located 60 miles west of Chicago, and spent the first 20 years of my life there. I then moved to De Kalb, IL, six miles away to live in campus housing at Northern Illinois University. My BA is from Northern.

Current residence: Waldorf, MD, about 30 miles from another big city, Washington, DC. I'm learning to appreciate the country once again. We're in a neighborhood outside of town with woods across the street and next door.

Job summary: Paraprofessional work at

Colonial Williamsburg Foundation in VA, Penn State, Council on Library Resources, Fairfax County (VA) Public Library, and now Arlington County (VA) Public Library. I'm doing what I really like—being the acquisitions librarian and working with a great staff.

Interests: Reading—I haven't done much of it lately and I really miss it—history, ballet, art, and clothes.

Current reading: I am reading Fresh Start by Julee Rosso. I'm trying to develop an ability to cook with less fat and more herbs and spices.

Family: One partner, George by name, four inside cats, and two stray cats who live in our shed and get their meals delivered twice daily by George or me.

Biggest surprise: How challenging it is to move to a new job, and have the division re-designed and a new ILS installed 3 months later.